



Property Inventories

## Sample Inventory & Check In Report

123 London Road  
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N1 0PP

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Clerk: Sonia Rajani

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### **Abbreviations Used:**

**AN:** Appears new  
**MCA:** Marks commensurate with age  
**PC:** Poor condition  
**BOG:** Burnt on grease  
**MCU:** Marks commensurate with use  
**RFC:** Requires further cleaning  
**FS:** Finger soiled  
**NS:** Not seen  
**RHS:** Right-hand-side  
**FC:** Fair condition  
**NT:** Not tested  
**SC:** Shrinkage cracking  
**GC:** Good condition  
**NW:** Not working  
**TBR:** To be removed  
**L:** Landlord  
**NV:** No value  
**WIU:** Well in use  
**LHS:** Left-hand-side  
**ODU:** Old defects under  
**WO:** Working order

This inventory report has been prepared by Property Inventories Ltd. The condition of the property at the start of the tenancy, as described in this report, will be compared to the condition of the property at the end of the tenancy. Details of any alterations to the property after the inventory has been agreed upon should be noted on a separate sheet and agreed upon by the tenant and managing agent/landlord. At the end of the tenancy, a 'Check-out report' should be conducted to determine any changes to the inventory. Tenants should inform the managing agent/landlord of items removed from the property during the tenancy.

All items should be returned to their original position (as laid out in the inventory); this includes stored or boxed items not used during the tenancy. Any item(s) listed as NOT SEEN could result in a replacement cost or a charge being made to the tenant (not allowing for betterment\*). Managing agents/landlords may also charge for the removal of unapproved items left behind at the end of the tenancy that were not included in the original inventory.

At the time of the property Check-out, all personal items (including consumable items) should have been removed and cleaning of the property completed. No further cleaning will be permitted once the check-out report is being prepared. Tenants will have been given the date and time of the Check-out and must provide access, or let the appointing Inventory Clerk know the details of their departure from the property. Additional costs may be incurred if the clerk is not able to complete the report, is delayed more than 20 minutes or is asked to return at another time without 24 hours notice.

The following notes may assist you in a problem-free move at the end of the tenancy:

### **Cleaning**

Soiling is not considered to be 'Fair Wear and Tear' (reasonable use of the premises by the tenant and the ordinary operation of natural forces, i.e. the passage of time)

At Check-out, all cleaning is expected to be thorough and the property to be presented in a tidy order to a similar standard as at Check-in. A professional clean may be required by the agent/landlord (please refer to your tenancy agreement). If the standard of cleaning is not satisfactory, the cost of further cleaning could be added to any other charges outside fair wear and tear on the Check-out report. Most common areas overlooked, which are checked by the clerk during the Check-out are listed below:

- Skirting boards, dado & picture rails and recessed areas of doors, light fitting and shade, blinds
- (Venetian blind slats) and extractors are free from dust and light scuffs
- Light bulbs replaced where needed (including kitchen extractor fans, oven and fridge)
- Mildew, scale, soap residue and grease, to be removed from tiled areas including grout and seals
- Kitchen cupboards (door edges, drawers, shelves, and handles) to be clean
- Kitchen appliances should be cleaned to include seals, trays, and glass.
- Fridge and freezers should be emptied, wiped and freezers defrosted
- Bathroom and kitchen fixtures limescale to be removed, if possible. (including shower heads)
- Linens and curtains should be cleaned ( please check labels for cleaning instructions)

- Drawers and wardrobe unit interiors should be clean and clear of dust / debris
- Windows should be cleaned (inside and out, subject to access)
- Upholstery, sofa bases, cushion covers and dining/other chairs to be cleaned (please check labels)
- Gardens, including any garden furniture and/or patios to be clean and clear of rubbish

### **Soft Furnishings**

Excessive discolouring, soiling or damages may result in repair or cleaning costs being charged to the tenants. Discolouration due to smoke, staining, burn marks or tears to curtains may also incur costs.

\*Improvement beyond normal upkeep and repair that adds to the value of real property

### **Flooring**

Carpets should be vacuumed including edges and corners. Depending on the terms of the tenancy agreement and/or the length of tenancy, flooring should be professionally cleaned. Please retain all receipts for such work. Hard floors require sweeping and mopping where necessary (please use appropriate chemicals). Tenants may be charged for any soiling or staining and will incur costs for damage such as heavy stains and burns. If flooring is badly damaged you may be charged for the cost of replacement without allowing for betterment.

### **Decorations**

It is advisable to ask for permission prior to putting nails, pins and other fixtures into walls and avoid putting tack or tape on walls. This is often not allowed under most the tenancy agreements. All additional marks will be noted at Check-out and any damage or repair work in order to make good any marks could be charged to the tenant.

### **Beds & Linens (to include bedding)**

Mattresses, bed bases, pillows, and duvets will be examined for soiling where practically possible. Charges could be made for cleaning, compensation or a percentage of the replacement cost. All linen should be left cleaned, pressed and folded.

### **Kitchen Surfaces and Sinks**

Kitchen surfaces and sinks will be examined for knife cuts, cup marks, scorch and burn marks. Using appropriate items such as chopping boards and heat pads will help prevent damage.

### **Crockery, chinaware, and kitchen utensils**

All items will be checked for soiling, chips, burn marks, loose handles etc. If damage has occurred outside of fair wear and tear, compensation or replacement costs could be incurred at the end of the tenancy.



## **Keys**

All keys listed in the inventory should be kept safely and handed back at the end of the tenancy. Should any keys be lost or not returned to the agent or Inventory clerk, the tenant may be charged replacement costs for new cut keys or possibly the changing of locks. Any extra keys cut during the tenancy should also be returned.

## **Gardens & Balconies**

If a gardener is not employed for the property, you will be required to maintain the garden. This includes the cutting of lawns, weeding, and maintaining the garden according to the season. If the standard is found to be untidy and not within season, the tenant may be charged for any necessary work at the end of the tenancy. We recommend asking permission prior to removing any plants or trees as this may result in replacement costs.

## **Smoke Alarms / Alarm systems**

Smoke / CO alarms have been tested by the Inventory Clerk where accessible and noted in the report.

## Disclaimers

This inventory report provides an unbiased record of (i) the contents of the property, (ii) the condition of the contents and (iii) the property's internal condition as at the date of the report and is undertaken by an Inventory Clerk acting as an independent third party. The inventory clerk is not a qualified surveyor, nor an expert in antiques, fabrics, woods, metals etc. The inventory is not an accurate description of every piece of furniture and equipment, nor is it a structural survey and cannot be relied upon as such. An opinion as to whether the items recorded in this inventory are replica, reproduced or genuine is not being offered.

The inventory is not a guarantee of, nor a report on, the functionality or safety of any of the property's contents, but merely a statement that the contents were viewed in the property at the time the inventory was undertaken.

Items located in cellars, attics and locked rooms and/or boxes will not be inspected unless special arrangements prior to the appointment have been made. Items inside these areas will remain the sole responsibility of the landlord. Heavy items and heavy furniture may not be fully examined, as the clerk may be unable to move these safely (for example, the underside of large mattresses and sofa beds).

Lights are checked for working order only. Fire alarms, smoke detectors and/or CO alarms are tested by the Inventory clerk where accessible and noted in the report. Gas and electrical appliances are not tested. Under no circumstance is this inventory able to provide a qualified opinion of the property's gas safety profile. Nor is the responsibility of Property Inventories to schedule an inspection from a gas safe registered engineer. This inventory is unable to provide any qualified opinion on the property's electrical safety profile.

Ensuring items comply with the Furniture and Furnishings (Fire Safety) Regulations is not the responsibility of the Inventory Clerk. Comments found in the inventory such as 'FFR label seen' (or similar) give no guarantee of the item's compliance with the Furniture and Furnishings (Fire Safety) regulations.

It is the responsibility of the landlord and tenant or their agents to agree among themselves the accuracy of this report. Where no comment is noted on condition, the item is free from noticeable soiling and damage and no further notes are needed for its description.

## Checklist

Item	Value	Comments
Keys detailed / photographed?	Yes	See relevant section in report
Cleaning Issues?	No	
Maintenance Issues?	No	
Overall Condition	Yes	<p>Property Cleanliness The property has been cleaned to a professional standard and is shown in a new and tidy condition, including flooring and windows.</p> <p>Decorative Order The property is shown in a good decorative order - new build.</p> <p>Maintenance / repair issues All maintenance / repair issues have been highlighted within the report.</p>
Keys Handed Over?	No	Handed back to concierge
Meter Readings Taken?	Yes	See relevant section in report
Smoke / CO Alarms	Yes	As noted in the report

1. Schedule Of Condition

<b>Item</b>	<b>Condition</b>
<b>General Cleanliness</b>	
1.1 Professional/Domestic/Poor Standard	The property has been cleaned to a professional standard
<b>Decorative Order</b>	
1.2 Decorative Order	The property was seen in good decorative order and newly built
<b>Lighting</b>	
1.3 Condition/Cleanliness	WO
<b>Smoke / CO Alarms</b>	
1.4 Tested / WO	Several seen throughout property - all tested and seen in WO
<b>Windows &amp; Frames</b>	
1.5 Condition/Cleanliness	Exterior weather soiling
<b>Blinds / Curtains</b>	
1.6 Condition/Cleanliness	WO
<b>Flooring</b>	
1.7 Condition/Cleanliness	Good order
<b>Fridge &amp; Freezer</b>	
1.8 Condition/Cleanliness	Good order
<b>Hob</b>	
1.9 Condition/Cleanliness	Good order
<b>Oven</b>	
1.10 Condition/Cleanliness	Good order
<b>Extractor</b>	
1.11 Condition/Cleanliness	WO
<b>Dishwasher</b>	
1.12 Condition/Cleanliness	Good order
<b>Washer / Dryer</b>	

5. Reception/Kitchen



Ref #5



Ref #5

Item	Description	Condition
<b>Door &amp; Architrave</b>		
5.1 Door	Painted white	
5.2 Door Frame	Painted white;	
<b>Door Fixtures</b>		
5.3 Pair of lever handles	Chrome;	
<b>Ceiling</b>		
5.4 Ceiling	Painted white;	
<b>Ceiling mounted fixtures</b>		
5.5 Recessed spotlights	4 White plastic ;	WO
5.6 Extractor fan	White plastic	
5.7 Smoke Alarm	<b>Firex</b> White plastic	
5.8 Fixture	White metal Circular	Use unknown
5.9 Ceiling rose, cord, pendant and bulb	White plastic;	
5.10 Smoke alarm	<b>Kidde</b> White plastic	
<b>Walls</b>		

## 5. Reception/Kitchen (Cont.)

5.34 Hob	<b>Zanussi</b> Black ceramic 4 Burners Touch controls
5.35 Oven	<b>Zanussi</b> <b>Model no: ZOB343X</b> integrated LED display 2 Dials 3 Buttons Clear glass observation window Chrome 'D' handle 2 Chrome racks Black metal baking tray Chrome trivet
5.36 Dishwasher	<b>Zanussi</b> <b>Model no: ZDT21001FA</b> 2 Grey wire trays Grey plastic cutlery holder 4 Grey plastic glass seperators Clear plastic funnel
5.37 Fridge Freezer	<b>Zanussi</b> <b>Model no: ZBB28441SA</b> 5 Glass shelves with white plastic trim 2 Clear plastic salad crispers 3 Clear plastic door shelves, 1 with flip lid 1 White plastic door shelf with white plastic bottle guard Clear plastic egg holder 3 Clear plastic freezer drawers Clear plastic ice cube tray White plastic ice scraper
<b>Furnishings &amp; Contents</b>	
5.38 Manuals	
5.39 Smart energy meter	
5.40 Folder	Clear plastic
5.41 Sofa	3 Base cushions, 3 back cushions; Grey fabric L Shaped
5.42 Dining Table	White marble effect; Chrome legs
5.43 Dining Chairs	6 Grey fabric Black wood legs
5.44 Coffee table	White marble effect; Black metal legs

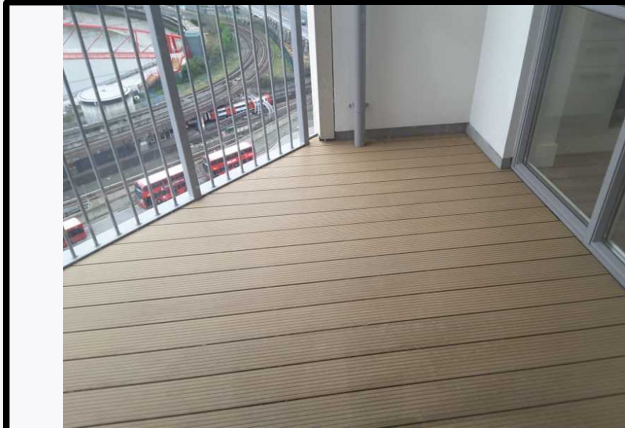
5. Reception/Kitchen (Cont.)

5.45 TV Unit

Black wood;  
Glass shelf



6. Balcony



Ref #6



Ref #6

Item	Description	Condition
<b>Contents</b>		
6.1 Ceiling	Painted white	WO
6.2 Walls	Painted white	
6.3 Light fitting	Grey plastic White plastic	
6.4 Railings	Metal	
6.5 Flooring	Wooden decking	
6.6 Pipe	Grey plastic	



## 7. Bathroom



Ref #7



Ref #7

Item	Description	Condition
<b>Door &amp; Architrave</b>		
7.1 Door	Painted white	
7.2 Door Frame	Painted white	
<b>Door Fixtures</b>		
7.3 Pair of lever handles	Chrome;	
7.4 Twist lock	Chrome;	WO
7.5 Coat hook	Chrome;	
<b>Ceiling</b>		
7.6 Ceiling	Painted white;	
<b>Ceiling mounted fixtures</b>		
7.7 Recessed spotlights	4 White plastic;	WO
7.8 Extractor Fan	White plastic	NT
<b>Walls</b>		
7.9 Painted walls	White	
7.10 Tiled Walls	Grey tiles with grey grouting	
<b>Wall mounted fixtures</b>		

Item	Serial Number	Reading
<b>Meters</b>		
9.1 Electric Meter	Communal Riser Cupboard by lift	00156
9.2 Water Meter	Communal Riser Cupboard	000000.865
9.3 Heat meter	Built in Cupboard in Entrance Hallway	557



Item	Description
<b>Keys</b>	
10.1 Front Door	1 Security style key
10.2 Additional	

**Declaration**

Please notify the agent or landlord in writing immediately if you have any queries/omissions regarding the contents of this report. It is standard practice for changes to be accepted for five business days from the date of the report otherwise the descriptions and conditional comments made will be considered accurate even if no signatures have been added to the report. I have read and agree that the contents of this Inventory report are a true and accurate record of the property and condition of the items listed on the day of move in.

Signed by the	.....
Signature	.....
Print Name	.....
Date	/ /

Signed by the	.....
Signature	.....
Print Name	.....
Date	/ /